

HS30-OWI-004

Baseline

EFFECTIVE DATE: Dec. 30, 2008

ORGANIZATIONAL WORK INSTRUCTIONS

Recruiting Process

HS30 Academic Affairs Office

**APPROVING
AUTHORITY**

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
Tammy Rowan	Manager	HS30	

CHECK THE MASTER LIST-
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Organizational Issuance OPR		
Recruiting Process	HS30-OWI-004	Revision: Baseline
	Date:	Page 2 of 9

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	N/A	TBD	Based on the outcome of the FY08 Office of Human Capital (OHC) Goal and Objectives of "Acquiring Talent," implementation of the integrated OHC recruiting plan has been converted to the standard OWI format.

Organizational Issuance OPR		
Recruiting Process	HS30-OWI-004	Revision: Baseline
	Date:	Page 3 of 9

1. PURPOSE

This Organizational Work Instruction (OWI) sets forth the process by which the Academic Affairs Office (AAO) integrates the process within the Office of Human Capital (OHC) to recruit qualified individuals from appropriate sources into cooperative education, internships, NASA Contracting Intern Program, and Federal Career Intern Program occupations at Marshall Space Flight Center (MSFC), Alabama.

2. APPLICABILITY

The Office of Human Capital (OHC) shall implement an integrated, cross functional, Human Capital approach to recruitment and retention for the Center. This recruitment approach focuses on the competencies needed to deliver the sustained levels of high performance required to meet the Agency's challenging mission and to attract and maintain a workforce that is representative of the Nation's diversity.

3. APPLICABLE DOCUMENTS

NPR 1441.1D NASA Records Retention Schedules

Executive Order 13162, Federal Career Intern Program, Dated July 10, 2000

5 CFR 213.3202 (o) (6) (ii, Excepted Service; Career and Career Conditional Employment

5 CFR 302, Employment in the Excepted Service

5 CFR 315.712, Federal Career Intern Program

5 U.S.C. 2301 (b) (1), Merit System Principles

4. DEFINITIONS

AAO - Academic Affairs Office

CFO - Chief Financial Officer

Co-op Program - Cooperative Education Program

ESO - Employee Services & Operations Office

Organizational Issuance OPR		
Recruiting Process	HS30-OWI-004	Revision: Baseline
	Date:	Page 4 of 9

Fresh-out - Entry-level employee

MSFC - Marshall Space Flight Center

ODEO - Office of Diversity & Equal Opportunity Office

OHC - Office of Human Capital

The MSFC staff office that is responsible for overseeing Academic Affairs Office.

OSAC - Office of Strategic Analysis and Communications

OPM - Office of Personnel Management

Pipeline - Educational programs and projects at various academic levels designed to inspire, engage, and educate individuals who will eventually become NASA's future workforce. These educational opportunities recruit from others at earlier stages of students' development and promote to more advanced opportunities creating a pathway, leading to employment.

PMF - Presidential Management Fellows Program

STEM - Science, Technology, Engineering, and/or Mathematics

Workforce Strategy & Planning Office - Maintains the Center's competitive advantage by effectively projecting competency needs and developing short term and long term strategies for acquiring, developing and retaining the workforce needed to meet current and future mission needs

5. INSTRUCTIONS - ROLES & RESPONSIBILITIES

A. NASA/MSFC Academic Affairs Office (AAO)

1. Implement the recruiting process under the provisions of the citations shown under "Applicable Documents."
2. Manage pipeline programs and projects.
3. Inspire and engage students to pursue STEM fields of study.
4. Provide an employment candidate pool that is inclusive of a diverse pipeline of student participants.
5. Coordinate recruiting events for the Center:

Organizational Issuance		
OPR		
Recruiting Process	HS30-OWI-004	Revision: Baseline
	Date:	Page 5 of 9

- a. Obtain and train recruiters.
 - b. Select schools/universities.
6. Advise management on the proper use of the recruiting process to target schools that meet Center needs.
7. Initiate recruiting plans with Directorates.
8. Facilitate resume referral of pipeline participants and direct fresh-out candidates to apply on vacancy notices.
9. Collaborates closely with ESO in determining veteran's preference for all applicants.
10. Coordinate recruitment/interview schedules with Employee Services and Operations (ESO).
11. Collaborate with Agency and Center Offices of Education, Office of Human Capital, Office of Diversity and Equal Opportunity, and Office of Strategic Analysis and Communications and with external partners and academia.
12. Maintain necessary files/records and other documentation for review by the Office of Personnel Management (OPM) or NASA Headquarters.

B. Employee Services & Operations (ESO)

1. Partner with Academic Affairs Office (AAO) and organization representatives to attend recruiting events.
2. Provide advice, tools and services to recruit and hire a capable, committed and diverse workforce.
3. Human Resources (HR) representatives assess organization's hiring needs. Staffing Team determines highly qualified applicants for referral from job announcements.
4. Issues specific vacancy announcements as necessary.
5. Determines qualifications of all candidates utilizing OPM and NASA procedures.
6. Collaborates closely with AAO in determining veteran's preference of all applicants.
7. Make tentative and final job offers.
8. Maintain necessary files/records and other documentation for review by OPM or NASA Headquarters.

C. Workforce Strategy & Planning Office

1. Develop understanding of the NASA budget through the Planning, Programming, Budgeting, and

Organizational Issuance OPR		
Recruiting Process	HS30-OWI-004	Revision: Baseline
	Date:	Page 6 of 9

Execution (PPBE) process and the effect on programmatic and mission support workforce requirements.

2. Conducts workforce analysis and studies to understand the competency needs of the Center.
 - a. Workforce size, type, and deployment needs.
 - b. Mission critical competencies.
 - c. Competency/skill gaps.
 - d. Demographics and related workforce projections and how that may impact the Center accomplishing its mission.
 - e. Hiring projections.
3. Partner with Agency Office of Human Capital Management, the other OHC offices, the Office Strategic Analysis & Communications (OSAC), the Office of Chief Financial Officer (CFO), and the Center's program and project offices to determine strategies for acquiring, developing, and retraining to close workforce gaps in order to fulfill mission needs.
4. Develop strategic recruitment plans in conjunction with Academic Affairs Office (AAO) and Employee Services & Operations (ESO).

6. PROCEDURES

Authorization to recruit

When authorization to recruit is communicated to the Office of Human Capital (OHC), OHC notifies the Center Recruiting Manager (Academic Affairs Office), Workforce Strategy & Planning Office and the Employee Services & Operations Office to proceed with recruiting efforts to fill the critical skill needs and/or critical competency needs of the Center. In most cases these needs have been strategically predetermined and assessed by the Workforce Strategy & Planning Office and rolled up to OHC for discussions/final approval by Center management.

Allocations

Once the Recruiting Manager (Academic Affairs Office) has been notified of authorization to recruit, recruiting manager collaborates closely with Workforce Strategy & Planning Office and ESO to determine approximate number of hires, discuss competencies and appropriate recruiting tools/mechanisms to use for recruiting top talent.

Organizational Issuance OPR		
Recruiting Process	HS30-OWI-004	Revision: Baseline
	Date:	Page 7 of 9

Source of Candidates

The recruiting manager and an HR specialist, in collaboration with the selecting official/subject matter expert, shall identify the competencies needed in order for an individual to perform the work of the position and identify appropriate targeted recruitment sources of candidates with the appropriate background, skills, or education.

Consideration of Applicants for entry-level applicants.

There are several mechanisms of collecting resumes. Source of candidates can derive from 1) "Pipeline" resumes (internal/external); 2) Recruiting/Campus visits (external); 3) NASA job postings and/or notices and 4) unsolicited (internal/external) referrals. Because a myriad of entry-level job vacancies shall be filled using the Federal Career Intern Program (FCIP) examining program, different recruitment approaches and procedures for accepting applications shall be utilized, depending on the recruitment source/required competencies determined to be appropriate for each position. Therefore, a record shall be kept in each case file in HS50 documenting the determination of the appropriate recruitment source/required competencies for each position filled under the Federal Career Intern Program (FCIP).

7. SAFETY PRECAUTIONS AND WARNING NOTES

None

8. APPENDICES, DATA, REPORTS, AND FORMS

NONE

9. RECORDS

Official MSFC recruitment files are records maintained in the Employee Services and Operations Office and/or the Academic Affairs Office. Disposition is in accordance with NPR 1441.1, "NASA Records Retention Schedule" (NRRS), schedule 1/23. These records are maintained for a period of 2 years or until audited by OPM, whichever comes first.

10. TOOLS, EQUIPMENT, AND MATERIALS

NONE

Organizational Issuance OPR		
Recruiting Process	HS30-OWI-004	Revision: Baseline
	Date:	Page 8 of 9

11. PERSONNEL TRAINING AND CERTIFICATION

NONE

12. FLOW DIAGRAM

See flow diagram attached - Appendix A.

